

~~SECRET~~

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities which occurred during the month of July 1958:

a. Training Assistance

25X1X7



(4) A meeting was held with Mr. Robert Thayer, Special Assistant to the Director of Intelligence and Research, Department of State, [redacted], to discuss establishing occasional one-hour lectures to be given by key Agency officials to Assistant Secretaries and their Deputies, and the Bureau Chiefs and their Deputies in the Department of State. It was agreed that meetings of this kind would be deferred at this time because of the current crisis in the Middle East.

25X1A6A

Document No. 5 (5) A member of the Air Maritime Division, DD/P, has requested that OTR establish a program of training for a number

NO CHANGE in Class. ☐

☐ UNCLASSIFIED

Class. CHANGED TO: TS S

Auth: BDA Memo, 4 Apr 77  
BDA MSG. 77/1763

Date: 14 Dec 77 By: [redacted]

25X1

58-TR-1-1866

**SUBJECT: OTR Activities**

25X1A14B

[REDACTED] Further meetings will be held on this subject prior to any course formation.

25X1A14B

**b. Internal Training Activities**

(1) An average of 125 - 150 people are attending the weekly OCI briefing in the R & S auditorium.

25X1A9A

25X1A6A

25X1A9A

25X1A9A

[REDACTED] (3) Mr. [REDACTED] former Administrative Officer, [REDACTED] discussed with the Office of Training the value of Operations Support instruction in relation to field needs. Mr. [REDACTED] was of the opinion that the course was very beneficial and that it should be a must for employees going to the field. Certain changes in personnel coverage were suggested by Mr. [REDACTED] and these will be incorporated in the next course.

25X1A6B

**c. Monthly Enrollment**

During the month of July 526 persons were enrolled in OTR conducted courses.

MATTHEW BAIRD  
Director of Training

**Distribution:**

Orig. & 2 - Addressee

1 - DTR

2 - PPS/TR

25X1A9A

OTR/PPS [REDACTED] :nld (4 Aug 58)